

Adding a Non-CD-ROM Course to Manager's Edge



This is a step-by-step guide to adding non-CD-ROM courses (such as classroom training, telecourses, power point presentations, or simulations) to Manager's Edge.

Notice

Prior to adding a course, Manager's Edge must be installed on your computer. Manager's Edge is a training management system that tracks which courses students complete.

If you have any questions, call POST at 1-877-ASK-LTRC or e-mail POST at askltrc@post.ca.gov.

For this job aid, we will use the example of a perishable skills course entitled, "Driver Training." (If you'd like to record your progress, check off (☑) each step in order.)

☐ Step 1 – Log in to Manager's Edge as an administrator

A screenshot of the Manager's Edge login interface. It shows a dark gray background with a grid pattern. At the top left, the text "Manager's Edge" is displayed. Below it, there are two input fields: "Login Name" with the value "admin" and "Password" with masked characters. To the right of these fields are two buttons: "Login" and "Exit". A mouse cursor is pointing at the "Login" button. At the bottom, there is a small instruction: "Type your Login Name and Password and click 'Login.'" and a police-style badge icon.

Enter the appropriate information for **Login Name** and **Password**, then select the **Login** button to continue.

□ Step 2 – Click the New Course button



On the left, are three items: **Courses**, **User**, and **Reports**. We will be adding a course to the **Courses** section.



Click the **New Course** button at the top of the screen.

□ Step 3 – Enter the course name



Notice that Manager's Edge puts a default title (**New Course 1**) in the **Course Name** field.

For this example, type **Perishable Skills** in the **Course Name** field.

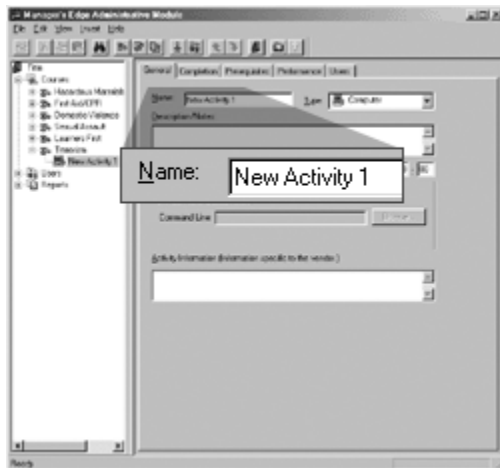
(Over)

□ Step 4 – Click the New Activity button



Click the **New Activity** button at the top of the screen.

□ Step 5 – Enter the activity name

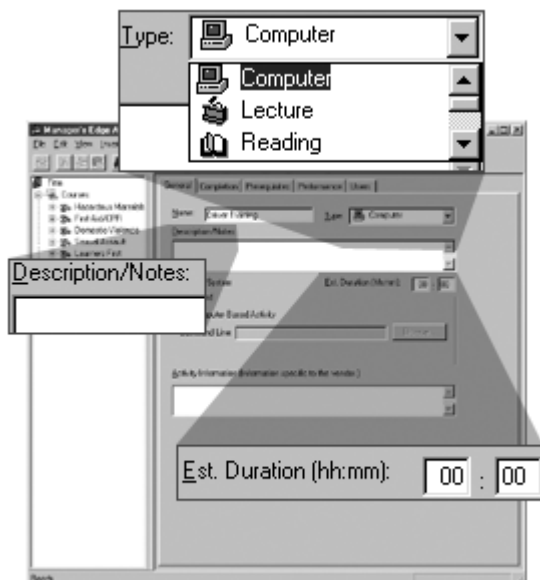


Again, Manager's Edge puts a default name (**New Activity 1**) in the **Name** field.

For this example, type **Driver Training** in the **Name** field.

Note: You would repeat steps 5-9 for each of the other perishable skills subjects (e.g., Use of Force, Defensive Tactics, and Communications).

□ Step 6 – Enter activity information as desired



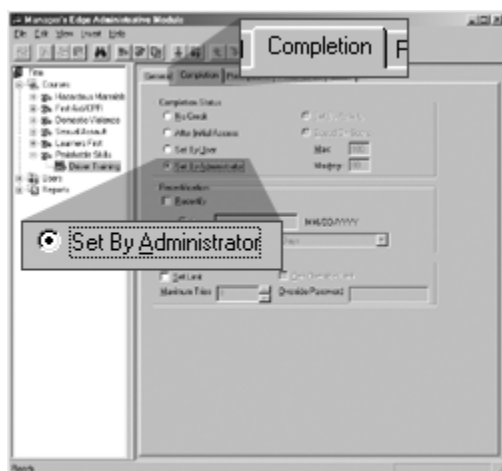
Select the type of activity (e.g., Lecture, Video, Simulation).

Enter any description or notes on the activity.

Set the duration in hours and minutes for the activity.

(Over)

□ Step 7 – Set how activity is completed



Click the **Completion** tab and select how Manager's Edge will be notified that the activity has been completed.

For this example, click **Set By Administrator**.

Note: Selecting **Set By Administrator** allows only you to indicate completion (as per Step 9).

□ Step 8 – Assign users to activity

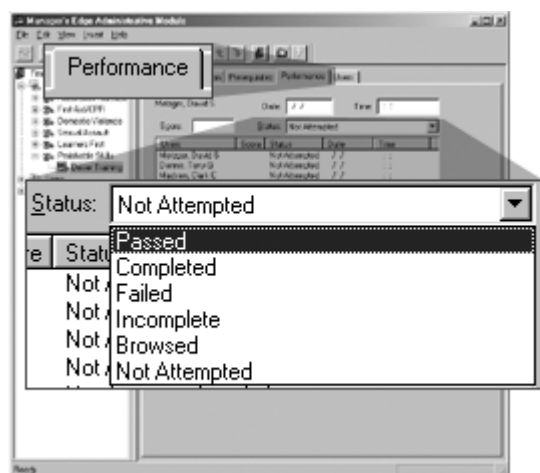


Click on the **Users** tab and click the **Add All** button.

Assigned users are then moved to the box on the left labeled "**Assigned users and groups.**"

Note: If you want only a select number of users to be assigned the training, you would select a user and then click the **Add** button. Refer to the *Assigning Students to a Course* job aid for further details.

□ Step 9 – Set "Passed" status for user



After the training is completed, you'll want to indicate which students passed.

Click the **Performance** tab, then select the desired user. Next, click on the **Status** dropdown list and select **Passed**.

Congratulations, you have now added a non-CD-ROM course to Manager's Edge and assigned users to that course.